

ANDROSCOGGIN COUNTY GOVERNMENT

JOB DESCRIPTION

TITLE: VICTIM ADVOCATE RESTITUTION SPECIALIST PAY GRADE: 5

QUALIFICATIONS:

1. High School diploma.
2. Post-secondary course work and/or equivalent experience in bookkeeping including but not limited to data case management, data entry and/or restitution. Criminal Justice field work preferred but not required.
3. Working knowledge of basic office procedures and the operation of general office equipment with specific emphasis on computer/office applications.
4. Demonstrate strong written, verbal and organizational skills.
5. Ability to work in fast paced, high stress, professional environment.
6. Ability to deal effectively and sensitively with people of all ages and social strata.
7. Experience working with people in crisis or under stress.
8. Be flexible in work location and job duties.
9. Such alternatives to the above qualifications as the County Commissioners may find appropriate and acceptable.

REPORTS TO:

District Attorney or his/her designee

MAJOR RESPONSIBILITIES:

1. Maintain records for all restitution/deferred dispositions collected in Androscoggin County - Court ordered to be paid through District Attorney's Office, including:
 - a. Case entry
 - b. Periodic payment schedule
 - c. Record payment receipts
 - d. Post payments on daily basis
 - e. Create and maintain income journal
 - f. Make payments to victims
 - g. Post the payouts
 - h. Make bank deposits
 - i. Reconcile deposit slips

- j. Reconcile bank statements and checking account
 - k. Prepare monthly report for District Attorney and County Treasurer
 - l. Meet quarterly with County Treasurer
 - m. Submit dormant checks as requested by the County Treasurer
2. Maintain restitution/deferred disposition account for Prosecutorial District Three (Androscoggin, Franklin and Oxford Counties).
 3. File appropriate Motion for Default of Restitution/Motion to Terminate Deferred Disposition when persons fail to make court ordered restitution or have not paid amount in full as court ordered.
 4. Act as a liaison between the District Attorney's Office and other state agencies on restitution/deferred disposition matters (Probation/Parole, Department of Corrections, District/Superior Court Clerks).
 5. Participate in any audits as directed by the District Attorney or Treasurer for Androscoggin County.
 6. Act as liaison for the office concerning matters relating to the restitution account/deferred dispositions.
 7. Prepare the federal grant contract yearly for the Victim Advocate Restitution Specialist position.
 - a. Responsible for grant application preparation and submission of all materials relating to the restitution administrator position
 - b. Complete quarterly reports for awarded grant
 - c. Complete yearly reports for awarded grant
 - d. Act as a liaison with awarding agency on restitution administrator grant issues
 8. Participate as a member of the District Attorneys' Prosecutor Technology Team (PTT).
 9. Serve as back up to other Victim-Witness Advocates as deemed necessary by and upon the request of an Assistant District Attorney.
 10. Other duties or tasks as specifically requested by the District Attorney.

NORMAL WORK WEEK: 40 Hours